



NATIONAL LAW SCHOOL OF INDIA UNIVERSITY

NAGARBHAVI, BANGALORE-560 242

Notification No. 29/2022 dated 17/10/2022

Advertisement for the position of Chief of Staff (Office of the Vice Chancellor)

The National Law School of India University (NLSIU) was established in 1987 to be a pioneer in legal education. Over the last three decades the University has consistently been the undoubted leader in legal education and research in India and ranked **First** among Law Universities in the National Institute Ranking Framework for the last five years.

The University is committed to building on its legacy to become a leading Asian and Global law school in the next decade. The University accordingly invites online applications from dynamic and accomplished professionals for the full-time post based in Bangalore of **Chief of Staff (Office of the Vice Chancellor)**. The details are as under:

A. Job Description

S. No.	Post	Chief of Staff (01 vacancy)
1.	Pay Structure	Level 10/11/12 as per the VII th CPC based on the qualifications and experience of the candidate.
2.	Tenure	Permanent basis till the age of superannuation i.e. 60 years, subject to confirmation after the satisfactory completion of one year's probation.
3.	Essential Qualifications	<ul style="list-style-type: none">• Bachelor's degree in any discipline with minimum 55% aggregate marks.• 8 or more years of overall work experience.
4.	Desirable Qualifications	<ul style="list-style-type: none">• Master's degree/Post-graduate diploma in any discipline with minimum 55% aggregate marks.• An undergraduate degree in law and prior experience in legal practice.
5.	Essential Experience and Skills	<ol style="list-style-type: none">i) Prior experience in establishing relationships with internal, external business, political and civic constituencies.ii) Prior experience with donor interactions and

		<p>relationships and having worked in a similar role in a growing and changing complex environment.</p> <ul style="list-style-type: none"> iii) Proven ability to work cooperatively and strategically in a team environment with all levels of personnel, and internal and external stakeholders. iv) Sound management skills and ability to think strategically while balancing complex agendas. v) Demonstrated commitment to and expertise in promoting diversity and working with diverse constituencies. vi) Strong administrative writing, reporting, presenting and interpersonal skills. vii) Excellent skills in researching, gathering, and preparing documents and presentations. viii) Supervisory skills including knowledge of the principles and practices of personnel management. ix) Excellent skills in planning, developing, and producing events and special projects x) Advanced oral and written communication skills. xi) Proven ability to work well as part of a team, interact with diverse groups of people in a positive and professional manner, and maintain good working relationships. xii) Proven ability to formulate effective strategies consistent with accomplishing the business and mission of NLSIU. xiii) Excellent ability to analyse information and research a variety of sources to identify and resolve problems or issues. xiv) Excellent ability to work independently and with limited supervision. xv) Competent to manage multiple projects under tight deadlines. xvi) Excellent ability and sensitivity to develop knowledge of, respect for, and skills to engage with those of other cultures or backgrounds. xvii) Excellent ability to work effectively and constructively as part of a team.
6.	Roles and Responsibilities	<p>The Chief of Staff will report to the Vice-Chancellor.</p> <p>The Chief of Staff will be responsible for undertaking the following tasks:</p> <ul style="list-style-type: none"> ▪ To work closely with the Office of the Vice Chancellor on a

		<p>wide variety of administrative and executive priorities, duties, special projects, and initiatives.</p> <ul style="list-style-type: none"> ▪ To be the principal point of contact for the Vice Chancellor's Office with the University's Academic Review Council, Research Council, university and campus administration ▪ To independently plan, coordinate, and implement special events and programmes of the Office of the Vice Chancellor. ▪ To promote and support the mission, values and strategic goals of the campus and the University; ▪ To manage and oversee the administrative, operational and budgetary functions of the Office of the Vice Chancellor; ▪ To effectively handle sensitive questions, concerns, issues and requests on the Vice Chancellor's behalf; ▪ To coordinate events, communication and correspondence of the Office of the Vice Chancellor. ▪ To liaison between the various internal and external constituencies. ▪ To resolve staff, faculty, student, campus-wide or community disputes/complaints that come to the Vice Chancellor's Office using mediation skills and involving appropriate campus resources. ▪ To represent the Office of the Vice Chancellor at internal and external meetings and forums as needed, and to assist in relationship building in the community. ▪ To effectively manage projects on behalf of the Vice Chancellor, either individually or as a member of task forces, working groups, or project teams; to keep track of critical dates, events and organizational issues for follow up with appropriate parties in such a way that deadlines are met and to ensure that the Vice Chancellor is informed. ▪ To efficiently collaborate between various stakeholders across the campus and the university to accomplish projects and support achievement of strategic plan goals.. ▪ To work directly with the Vice Chancellor and senior University leaders in a collaborative manner to execute critical plans and projects. ▪ To effectively support the Vice Chancellor's efforts to promote equity and diversity on campus, and to improve the campus climate. ▪ To maintain the Vice Chancellor's confidence and protect the university's operations by keeping information confidential.
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Selection Process

1. Selection will take place in two parts. In Part 1, candidates will be shortlisted in a 1:5 ratio on review of their applications as against the number of vacancies for the Interview round (Part 2). In Part 2, the Interview Selection Panel shall score candidates out of a total of 50 marks for selection to the posts.
2. Candidates holding a contractual position in the University as of the last date of application for this post shall be eligible and entitled to apply. They shall be eligible for the following concessions:
 - a. Notwithstanding the shortlisting ratio of 1:5, candidates shall be shortlisted for the interview stage, subject to meeting the essential educational qualifications and minimum years of work experience.
 - b. In Part 2, candidates will be awarded **0.3** additional marks per year of continuous service at NLSIU up to a **maximum of 3 (Three) marks**.

B. General Conditions

1. The prescribed essential qualifications/experience indicated are the bare minimum required for the role. Mere possession of these qualifications/experience will not entitle the candidate(s) to be called for an interview.
2. The qualifications prescribed in the table above should have been obtained from recognized Universities/ Institutions.
3. Candidates shall have to produce original documents at the time of interview.
4. Where the number of applications received in response to this advertisement is large and it may not be convenient or possible for NLSIU to interview all the candidates, NLSIU reserves the right to restrict the number of candidates to be called for interview to a reasonable limit.
5. Candidates serving in Government/ Public Sector Undertakings (including Boards/ Autonomous Bodies) are required to submit their 'No objection Certificate' from their current employer at the time of interview, if not submitted earlier.
6. No correspondence whatsoever will be entertained from candidates regarding the conduct or result of interview and reasons for not being called for interview.
7. Canvassing in any form/bringing in any influence political or otherwise will be treated as a disqualification for the Post.
8. NLSIU reserves the right of not filling the post advertised.
9. If information given in an application is found to be incorrect/false, at any stage, the Candidature is liable to be cancelled and any appointment made is also liable to be terminated.
10. National Law School of India University is an equal opportunity employer and we value diversity at our institution.
11. Last date for submission of the application is **31st October, 2022**.
12. The shortlisted candidates will be intimated through email.

Interested individuals are requested to fill in the Application Form on the website (www.nls.ac.in) and upload their CV and supporting certificates on or before **5.00pm on 31st October, 2022**.

For any clarifications in this regard, you may contact the University at the following numbers:

Name of the Contact Persons: Ms. Savithri

Phone : 080-23160537/23010000

Email: recruitment@nls.ac.in

Bangalore

17th October, 2022

REGISTRAR